



Instructions on How to Complete an Application For Registration of Pesticides

Application Information

A complete application consists of two copies of the registration form (official application form), one of which will be returned to you as your certificate of registration, and for each product to be registered, one copy of the material safety data sheet (MSDS) and one copy of the product label. If you are submitting more than one brand name under one registration, you need only submit one MSDS and attach the labels for each brand name. Make sure your telephone number is included on the form, and type your address legibly in the box provided since it will be your mailing label. Your application must be signed or it will be returned for signature. A printout listing the products to be registered and their EPA registration number is acceptable, provided it is attached to the registration form and adequate (1") margins are maintained. Please make sure that all of the required information on the registration form is included.

Confidential Statements

Confidential statements of formula will be requested if they are needed. Additional data on new active ingredients may be required and will be requested separately if needed. Trade secrets are exempt from freedom of information disclosure, so clearly mark any such information.

Additional Brand Names

Additional brand names (ABN) may be registered without fee if:

- 1) the EPA registration number is the same (except for distributor number),
- 2) the use directions are the same, and
- 3) the person requesting the ABN registration also holds the basic product registration.

Product Listing

Please list your products in EPA numeric order on the application form. This will group several brand names of one basic registration. Restricted use products must be listed under a separate heading on the application form. Final classification will be done by this office.

Product Labels

Actual labels or photocopies of actual labels are acceptable. Typed copies will only be accepted temporarily while final labels are being printed. Any label changes during the registration period must be sent to the DEP. EPA stamped labels are not required unless specifically requested. Any label changes occurring within the five year cycle should be submitted to the DEP.

The DEP accepts electronic labels on CD in PDF format. The file names should begin with the EPA registration number and include the product name as well, for example: 123-45-678_bug_killer.pdf.

Fees

The registration fee is \$150 per product per year. Please do not send money with your application. After receipt and review of a completed Application for Registration of Pesticides, you will be sent a bill for the appropriate registration fee.

All fees are billed on a five-year cycle. Registrations received during the cycle are pro-rated to ensure that all registrations for a single company expire at the same time. The five-year cycle is set based on the first letter in your company name (A-B, C-E, F-L, M-R, S-Z). Applications submitted in the first year of the cycle will be billed at \$750 per product to cover the full five-year period; applications submitted in the 2nd year of the cycle will be billed at \$600 per product to cover 4 years of registration, etc.

Different brand names bearing the same EPA registration number and having the same use directions may be registered under one fee.

First Letter of Company Name	Year of Submittal (see below for fees to be billed)						
	2005	2006	2007	2008	2009	2010	2011
A - B	1	2	3	4	5	1	2
C - E	2	3	4	5	1	2	3
F - L	3	4	5	1	2	3	4
M - R	4	5	1	2	3	4	5
S - Z	5	1	2	3	4	5	1

- 1 - First year of cycle; registrations billed at \$750 per product.
- 2 - Second year of cycle; registrations billed at \$600 per product.
- 3 - Third year of cycle; registrations billed at \$450 per product.
- 4 - Fourth year of cycle; registrations billed at \$300 per product.
- 5 - Fifth year of cycle; registrations billed at \$150 per product.

Renewals

You may not renew for less than the 5 year registration period unless the products have been discontinued. If you discontinue a product within the registration period you may receive a pro-rated refund.

Certification Statement

IMPORTANT: All registration applications must be signed. Persons signing attest to the following statement:

I have personally examined and am familiar with the information submitted in this document and all attachments thereto, and I certify that based on reasonable investigation, including my inquiry of those individuals responsible for obtaining the information, the submitted information is true, accurate, and complete to the best of my knowledge and belief. I understand that a false statement in the submitted information may be punishable as a criminal offense, in accordance with section 22a-6 of the General Statutes, pursuant to section 53a-157 of the General Statutes, and in accordance with any other applicable statute.

For further information, please contact Bradford Robinson of the Pesticide Management Program at (860) 424-3324, fax (860) 424-4060 or [e-mail](#) or write to:

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